

**GENERALIST**  
**CL 25**

This position is located in the Clerk's Office of the U. S. District Court for the Northern District of New York at Albany, New York. The incumbent receives and checks incoming documents, which become the official basis of court actions, for conformity with federal and local rules. The incumbent also maintains the official case events summary on the electronic docket from opening to final disposition.

**REPRESENTATIVE DUTIES:**

Makes summary entries and assures the quality of all documents and proceedings on the automated docket. Verifies that entries made by attorneys and other court users are accurate and complete.

Scans and converts documents, as needed, into imaged files.

Answers questions and assists users of the CM/ECF (Case Management/Electronic Case Files) system.

Assists in case management by ensuring that all entries are accurately filed in CM/ECF.

Assists in correcting errors identified in the database.

Advises supervisors and managers where input errors are found and recommends corrective action, including developing or revising procedures.

Analyzes, evaluates and assists in the writing of procedures.

Assists with training of new docket clerks.

Receives and reviews incoming documents to determine conformity with appropriate rules, practices and/or court requirements.

Routes documents to proper office/person after acceptance.

Files documents meeting requirements.

Assures assignment of case numbers and randomly assigns cases to judges.

Prepares case file, when applicable.

Opens cases upon receipt of initiating documents; closes cases upon receipt of terminating documents.

Transmits to appropriate parties such items as notices, judgments, and orders.

Collects appropriate fees.

Acts as receptionist and furnishes information to a wide variety of people within and outside of the court.

Verifies attorneys' authority to practice before the court.

Retrieves and transmits documents and files to and from the Federal Records Center. Prepares files and documents along with the necessary paperwork for annual shipment of closed files to the Federal Records Center.

Performs other duties which may be assigned.

### **Factor 1, Job Requirements:**

Knowledge of the documents required and used within the court unit, the sequence of their use, their content, and the rules of acceptability. Broad knowledge of the purpose and content of each document or event to summarize, make docket entries, and take the appropriate action. Knowledge of the roles and responsibilities of the court unit staff is necessary in order for the incumbent to make decisions on the proper routing of documents and whom to ask for advice and assistance. Broad knowledge of computer applications in use, as well as the functions and processes of the court. Good knowledge of applicable procedural rules. Analytical ability. Skill in verbal and written communication with a wide variety of people in different circumstances both inside and outside of the Court. Ability to communicate information accurately and in a timely manner from individuals within and outside the court. Ability to be flexible and adapt to unanticipated needs and problems. Good knowledge and skill in records management.

### **Factor 2, Scope and Effect of Work:**

The performance of the incumbent has impact on the overall court and persons outside the court. Incorrectly accepted and/or processed documents create scheduling and other problems. Failure to determine the proper priority of an action and the routing to the proper individual to handle the priority can result in serious problems for the unit and the court. The incumbent maintains the official record of cases using the CM/ECF system. The incumbent ensures quality assurance of filings within CM/ECF. It is necessary that the record be accurate, complete and timely so as not to jeopardize the ability of the clerk's office to perform its basic function, and thus the function of the court as well.

### **Factor 3, Complexity:**

A variety of documents are received by paper and electronically by the incumbent. The incumbent must interpret and summarize documents and make timely and accurate entries on the docket. The possibility of errors is constant, given the large number of items processed and distractions such as persons asking for help, and telephone interruptions. Continuous tracking of cases, including the relationships of case events and their status, is required. Maintaining and analyzing information in the database to produce reports and identifying errors is difficult because of the size and composition of the database. Working with a variety of court personnel and the public on electronic case filing problems can also be difficult because of the nature of the problems and the varying degrees of automation knowledge. Interruptions for questions from the court and the public necessitate a high level of concentration to avoid errors and complete work in a timely manner.

### **Factor 4, Work Parameters:**

Rules and procedures are established, and supervisors are readily available. The incumbent must decide

how and when problems will be addressed and whether the solution proposed is the best available. Incumbent must exercise some discretion in carrying out assigned responsibilities.

**Factor 5, Personal Interactions:**

The incumbent deals with the public on a daily basis. The incumbent has daily contact with judicial staff, courtroom deputies, other docket clerks, financial staff, and outside attorneys for the purposes of exchanging information, providing information and advising on proper procedures. Ability to confer with attorneys and the public.

**Factor 6, Environmental Demands:**

Work is performed in an office setting. Some lifting of boxes of court records is required.